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Washington, DC 20546

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DECEMBER 10, 1998



HEDS Strategic Plan Process

(Conforming to ISO 9001 Quality System Requirements)

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HEDS STRATEGIC PLAN PROCESS

DECEMBER 1998

Original Approved and signed by

**Joseph H. Rothenberg
Lead Associate Administrator
Human Exploration and Development of Space**

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1.0 PURPOSE

The purpose of this OWI is to prescribe the activities used to develop the Human Exploration and Development of Space (HEDS) Strategic Plan. The OWI applies to NASA Headquarters HEDS Enterprise personnel who participate in this process.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://www.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

This OWI encompasses the activities to develop the HEDS strategic plan from the issuance of general guidance to the approval of the plan.

3.0 DEFINITIONS

The follow terms and acronyms, used in this process, are explained below:

3.1 HEDS - Human Exploration and Development of Space

3.2 Strategic Plan - The plan that provides goals, objectives and strategies for HEDS operations

3.3 SPWG - Strategic Plan Working Group - This group is responsible for assessing internal and external guidance, as well as customer requirements in order to revalidate mission goals, and objectives. The group also recommends strategies and finalizes the strategic plan, facilitating information coordination of the plan with member of the Executive Board.

3.4 HEDS Executive Board - This group of people participates in the informal coordination of the plan by reviewing and providing comments. The board is also responsible for approving the final HEDS Strategic Plan.

4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

HQSM 1200.A.1

Headquarters Quality System Manual

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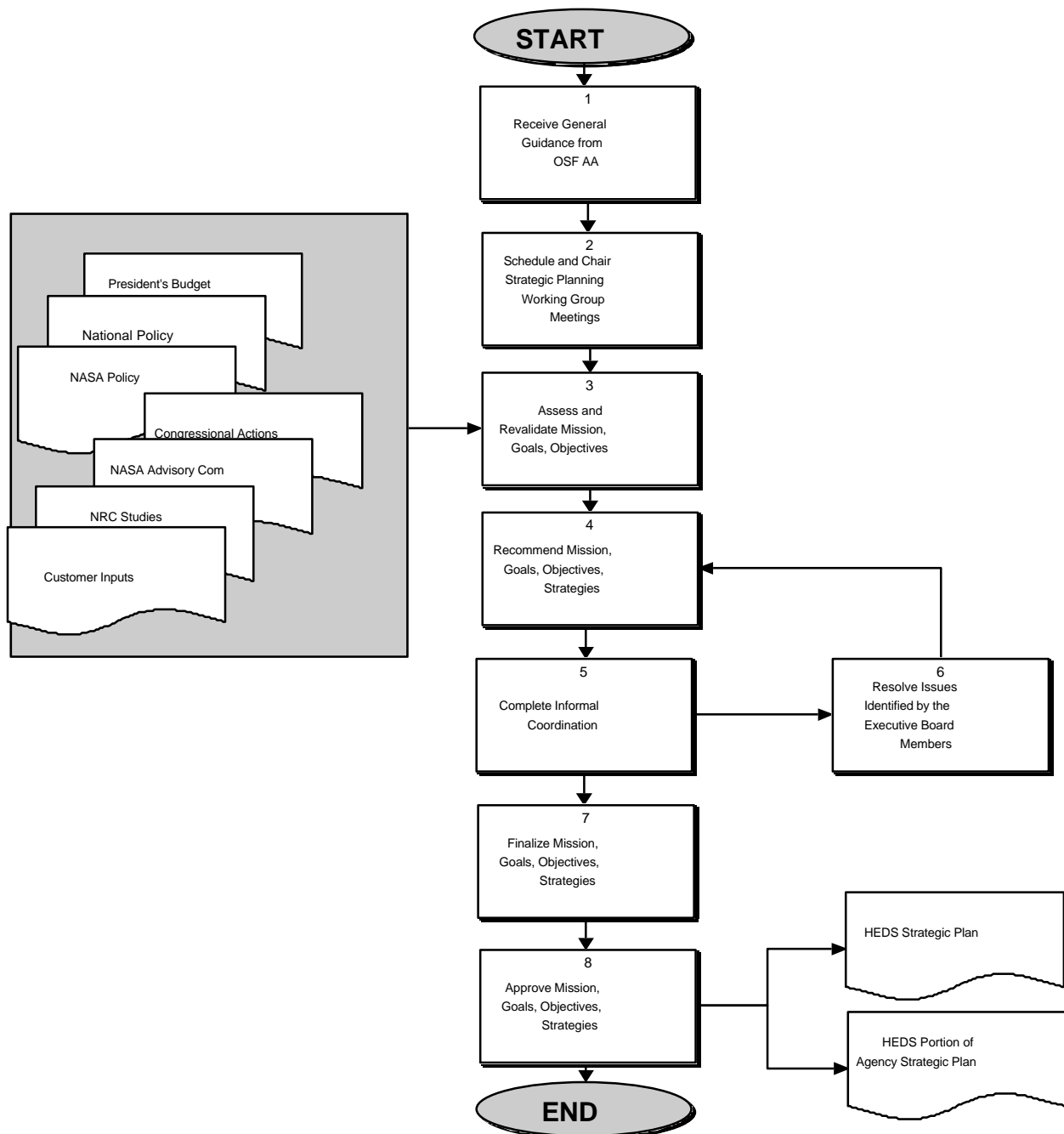
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5.0 FLOWCHART



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6.0 STRATEGIC PLANNING PROCESS STEPS

The HEDS Enterprise is responsible for publishing the HEDS Strategic Plan every three years and for formulating the HEDS portion of the Agency Strategic Plan. The process is composed by a series of activities included in the table below.

| <u>Actionee</u> | <u>Flowchart Reference</u> | <u>Action</u> |
|---|----------------------------|---|
| HEDS AA | 1 | Receive general guidance from OSF AA |
| OSF Deputy AA for Enterprise Development | 2 | Schedule and chair strategic planning working group (SPWG) meeting(s) |
| SPWG | 3 | Assess and revalidate missions, goals and objectives using the external and internal guidance as well as customer requirements |
| SPWG | 4 | Recommend mission, goals, objectives, and strategies |
| SPWG | 5 | Complete informal coordination with members of the HEDS Executive Board |
| SPWG | 6 | Resolve issues identified by the Executive Board Members, if appropriate. This iterative activity occurs throughout the informal coordination activities until the plan can be finalized. Alignment with the strategic plan; Enterprise mission; Administration, Congressional, and Agency policy; and budget guidelines will be the major criteria for resolving issues. |
| SPWG | 7 | Finalize mission, goals, objectives, and strategies |
| HEDS Executive Board | 8 | Approve Strategic Plan |

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7.0 RECORDS

| Record Identification | Owner Location | | Retain | Media |
|-----------------------|----------------|---|-------------------|----------|
| HEDS Strategic Plan | M | M | 3 years (Minimum) | Hardcopy |

The HEDS Strategic Plan records are retained and dispositioned in accordance with NPG 1441.1, SCHEDULE 1/14B.1(a), Permanent - Retire to Federal Records Center when 2 years old; transfer to NARA when 2 years old.

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